

OP MEMORANDUM NO. 20-30-12

9 November 1984

OFFICE OF PERSONNEL MEMORANDUM

SUBJECT: Change in Policy Governing the Establishment of Leave
Accrual Rates for Certain Employees upon Entrance on Duty

1. Introduction

The purpose of this Office of Personnel Memorandum is to explain a recent change in the Agency's policy for establishing annual leave accrual rates for employees claiming prior military service.

2. Background

The verification processes for documenting prior Federal civilian service and military service differ. The Agency can request information on an employee's length of service directly from any other civilian agency of the Federal government. No such direct requests for verification can be made of the military services. Employees claiming prior military service must therefore provide the Agency with the necessary documentation for such claims.

In the past, the Agency established initial leave accrual rates for employees based on their personal statements. These rates were considered only temporary until such time as the employees presented official verification of their service and Service Computation Dates could be established.

Unfortunately, employees often do not submit military documentation in a timely manner. A number of employees, some on duty as long as three years, have not provided the records necessary to verify their service. Failure to present documentation of military service promptly has in some instances resulted in employees accruing leave they had not earned. This unearned leave subsequently had to be repaid once the employee's correct rate of accrual had been determined.

3. Credit for Prior Military Service

To avoid repayment situations and to maintain a more effective record-keeping system, a new policy has been adopted to govern the establishment of leave accrual rates for employees claiming military service time. Effective immediately, no credit will be given for claimed military service until such time as the employee presents the documentation necessary to verify that time.

This policy is explained to new employees by OP/Employment in their initiation and entrance-on-duty letters. Component personnel officers should also urge new employees to forward to OP/Transactions and Records Branch (TRB) military documentation immediately after entrance on duty if they have not already done so.

4. Credit for Prior Federal Civilian Service

The method of establishing annual leave accrual rates for employees claiming prior Federal civilian service remains the same. OP/TRB will continue to review each employee's Personal History Statement (PHS) and Form SF-144, Statement of Prior Federal Civilian and Military Service, to determine an annual leave accrual rate. The rate established as a result of this process is subject to verification by the Agency. Upon receipt of verification from the other agencies concerned, OP/TRB will compute the employee's Service Computation Date (SCD), which becomes the official basis for either confirming the accrual rate initially established or adjusting it.

5. For additional information on the establishment of annual leave accrual rates contact OP/Transactions and Records Branch, [REDACTED]

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Robert W. Magee
Director of Personnel
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